



Office of the City Clerk

Weekly Report – for Week Ending March 4...2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections - Councilmember Paul Krekorian was served a *Notification of Intent to Recall* on February 29; the City Clerk received the required notification on March 2. Proponents have 14 days from the date they served the Councilmember to publish the notification in a newspaper in order to proceed in the process.

The City Clerk anticipates receipt of as many as three petitions within the next two months. Proponents of the General Plan Amendment Initiative are currently circulating their petition for signatures. Similarly, proponents of the Affordable Housing and Labor Standards petition are currently drafting theirs. Lastly, the Paul Krekorian recall document was submitted this week. Staff is preparing for possible signature verifications in mid-April. An initial ballpark estimate for staff to process a recall petition for which a hundred percent of the names must be verified is \$100,000. For initiative petitions, the early estimates are \$70,000 for the first petition and \$50,000 for subsequent petitions for a five percent random sampling of signatures. Should a full review be required, the cost could reach to \$500,000 for the first petition and \$300,00 for subsequent petitions. Costs are due to the number of temporary staff that must be hired to complete the review within the required time frame.

2016 Neighborhood Council Election – Clerk staff continues to work with Empower LA and the on-line voting vendor, Everyone Counts, to prepare for the opening of on-line voting, telephone voting and at-polls voting. Staff also continue to improve the candidate filing process by adding notifications, to the portal as well as re-wording the notices sent to pending candidates to ensure clear communication regarding requirements and deadlines.

TOP ITEMS

- **2016 Neighborhood Council election preparation continues**

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	28	162
2	0*	11	73
3	0*	9	135
4	0*	14	138
5	26		151
6	8		43
7	13		46
8	5		20
9	2		1
11	1		21
12	1		1
Totals:	56	62	791

* Filing has closed; no candidates pending



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Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	11
Number of Notices/Publications	22
Number of Contracts Attested	110
Number of Council Files Created	62
Number of Claims Received	122
Number of Referrals	246
Number of Council Meetings	2
Number of Committee Meetings	5

Neighborhood and Business Improvement Districts -- On March 1, 2016, Mayoral staff had “Black Belt” training participants go through a “Genba” walk with a simulated Proposition 218 ballot tabulation. Genba Walks denote the action of going to see the actual process, understand the work, ask questions, learn, and make recommendations. Toyota led the development of the concept of the Genba walk as an opportunity for staff to stand back from their day-to-day tasks to walk the floor of their workplace to identify wasteful activities.

On January 13, 2016, the Comprehensive Job Creation Plan Committee considered a City Clerk report relative to Business Improvement District best practices, legal issues, and policy restrictions. The Economic Development Committee also considered this matter and submitted it to Council for consideration. On March 1, Council approved the report and authorized the release of RFPs to select vendors for a public information campaign and capacity building/leadership training. Recommendations also included that the City Clerk take steps necessary to implement an electronic platform for the submission of business improvement applications and having LAPD and the Board of Public Works report regarding the feasibility of establishing a baseline service agreement for new and renewing Business Improvement Districts.

Archival Projects – The City Archives posted on its YouTube page a video clip of Nelson Mandela speaking outside City Hall with Mayor Tom Bradley in 1990: http://www.youtube.com/watch?v=KqcjkNfNU_Q&feature=youtu.be

Applications and Infrastructure – The electronic agenda template has been setup for the Board of Public Work and is ready for testing. Staff will provide training to the Board on agenda creation and management in the next two weeks.

The automation of Council actions using e-signature has been implemented and rolled out to production. The workflow includes generating Council actions from the Council Vote System (CVVS), routing the action to the Mayor’s office via email for e-signing, and uploading action with the Mayor’s signature onto the Council File Management Systems (CFMS). This automated process will save many hours for both the City Clerk and Mayor’s office.

Fiscal – Staff met on Wednesday with Empower LA, Office of Finance, and Controller staff to discuss the possible use of the demand warrant process if Empower LA’s funding section is transferred to the City Clerk on July 1, 2016. Currently, the Neighborhood Councils’ bank, Union Bank, does not have a contract. If the City’s contracted bank, Wells Fargo, is unwilling to be the new financial institution or if one cannot be procured through an RFP, then Empower LA, and – in the next fiscal year – the City Clerk, will need to follow the demand warrant process instead of using checking accounts. This meeting was to discuss this process and ensure that if it has to be followed, that it occur with no interruption of services to the Neighborhood Councils.

ISSUES

None to report.

UPCOMING. . . .

Council will be in recess from March 4 -11 for the National League of Cities in Washington, D.C.